

**DOE Quality Council
Annual Meeting Minutes
November 3-5, 2009**

1. Roll Call:

Name	Org	Present at Meeting
Colette Broussard	HS-20	√
Gary Staffo	EE	
Kriss Grisham	EM	√
Rick DuBose	FE	
Timothy Fox	HS-1.2	√
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	√
Joy Mroz	LM	
Ruben Sanchez for Laurie Morman	MA	√
Sam Johnson	NA	
Tom Williams	NA	√
Thanhthan Van Ober	NA	√
Carl Sykes	NE	√
Lam Xuan for Michael Ulshafer	RW	√
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	√
Sam Vega for Pat Carier	ORP	√
Steve Chalk for Al Hawkins	RL	√
Larry Adkinson for William Rowland	SRO	√
John Adachi	SC-CH	√
Mary Haughey	HS-23	√

2. Opening Remarks: (Colette Broussard (HS-23), Bill Eckroade (HS-1), and Andy Lawrence (HS-20))

Colette Broussard opened the meeting with a welcome to all attendees. She introduced Bill Eckroade, Deputy HS-1, and Andy Lawrence, HS-20, to address the attendees.

Bill Eckroade thanked all attendees for attending the Annual Quality Council Face-to-Face meeting. He talked about how the Council has reinvented quality in DOE. The Council has increased dialog among QA professionals across the DOE complex. The Charter has empowered

the Council members to be successful and to have the opportunity to work in partnership to make a difference. Many people see quality assurance as a functional approach. The Council can educate those individuals to see that quality adds value and is an integral part of our mission. Tasks like developing the 2009 Survey on QA Implementation, developing an ISM/QA template, developing HQ QA training, and developing guidance on the applicability of NQA-1 Part II are good examples of products that will be useful for DOE. Bill thanked Colette for her leadership and indicated that he looks forward to feedback from Colette on the progress of the Council.

Andy Lawrence welcomed all attendees and indicated that the President has issued a revised Executive Order on “green” government. In particular, the new Executive Order calls for a reduction in green house gases and promotes the use of alternative fuel. Carbon footprints can be calculated for each person attending this meeting. Transportation (flying or driving) and the amount of paper used in this meeting all impact the amount of green house gases, but you can’t replace the importance of face-to-face meetings. Andy stated that “Everything we do must be done in a quality way”. A message for the entire DOE complex is that “Quality must be built into the way we do business”. Andy also stated that he is deeply appreciative of all of Colette’s efforts and her commitment to the Council. He also thanked all the attendees for their commitment to the Council.

3. Safety Share:

Colette Broussard shared a recent experience that she had while on travel. She went to Florida to attend a meeting and while she was there she visited family. As she was packing her car for the trip back to Maryland, Colette decided to change her shoes which were located in the trunk of her car. Once the trunk was open, Colette put on the shoes and steadied herself by holding onto the rim of the inside of the trunk. Unfortunately, while Colette was holding onto inside of the trunk something happened and the trunk of the car closed on her fingers. Colette tried to shake her fingers free from the closed trunk but it was no use, her fingers were trapped inside the trunk. To make matters worse, the keys to the trunk were on the front seat of the car and her cell phone was inside her relative’s house recharging. Realizing she would not be able to free herself, Colette screamed for help. Having come down with laryngitis a week earlier, it was difficult to scream. Even with these challenges Colette continued to scream as best as she could for about 10 minutes. Finally, a neighbor two doors down heard Colette’s cries for help and came to the rescue. Fortunately, Colette’s fingers were only bruised and not broken, once the trunk was opened. Her fingers were also a bit swollen afterwards but she was still able to use them.

Lessons Learned:

Lesson 1: Make sure the entire car is performing efficiently. When maintaining our cars we generally conduct only the routine level of maintenance, like performing oil changes and checking the air pressure of the car tires. However, it is also important to make sure those other parts of the car are working up to highest level of efficiency. For example making sure the car trunk is able to stay open.

Lesson 2: Dog is man’s or woman’s best friend, too. Colette learned from this incident that pets, especially dogs are truly lifesavers. The neighbors that came to Colette’s rescue were not initially alerted by her cries for help. Instead, the neighbors’ dog heard Colette’s screams for help and

began barking loudly until the dog's owner came out to investigate. Without the dog's barking it appears no one would have heard her.

4. Livermore Motor Vehicle Fatality: Individual and Corporate Lessons

Tom Williams presented the findings from the accident investigation at LLNL. The presentation will be posted on the Quality Council website. Presentations will be posted at the following link:

<http://www.hss.energy.gov/nuclearsafety/qa/council/>

ACTION: Colette Broussard will post the presentation on the Quality Council website.

5. Review of and revisit of the Council Charter Elements:

Several items were discussed regarding changes to the charter. The items included:

1. Review/Approval of Minutes – The revised process has been to issue the draft minutes at least one week prior to the next meeting. Any changes are submitted to Debbie Rosano of Project Enhancement Corporation (PEC) at drosano@pec1.net for incorporation. Minutes are considered approved once changes have been incorporated.
2. Elimination/Consolidation of Interested Parties – The current list has 37 interested parties identified. Interested parties are not tracked unless they are representing a Council member during a meeting. EFCOG members are not listed as interested parties because of the direct interface between the Council and various members of EFCOG.

A suggestion was made to limit the list of interested parties to 2 per organization or assign a permanent alternate. This was agreed to at the meeting.

3. Majority Voting (51%) – The current charter states:

“A quorum of the Council must be achieved to have a vote. For the Council to approve any action, two thirds affirmative vote must be obtained.”

There was a discussion on whether to revise this to a majority vote. It was decided to revise the statement to:

“A quorum of the Council must be achieved to have a vote. For the Council to approve any action, two thirds affirmative vote **of those in attendance** must be obtained.”

4. Membership update/participation level – There was a discussion on the number of members for each Site Office or Field Element. It was decided that the current participation level was appropriate.

5. How does one become a member and how does one get removed as a member – As stated in the Charter, to become a member the organization requesting representation must submit a formal memo designating who they want to be on the Council. At this time, they can also

name an alternate. The formal memo is sent to Colette Broussard, Chair for consideration and approval. To be removed from the Council, a formal memo requesting withdrawal of an individual from the Council must also be sent to Colette. At this time the memo can also name an individual to replace the original member.

6. TPD process and form – The TPD process seems to be working. The members discussed that if the scope of a project changes, then the TPD needs to be re-presented to the Council for approval. The Working Group Chair signs the TPD when all deliverables are completely done.

The members agreed to revise the template to (1) record the results of the voting process for key deliverables, and (2) provide a “product distribution” for each deliverable.

7. Interface with EFCOG – Colette Broussard is the POC for interfacing with members of EFCOG’s QA subgroup. Members discussed combining the Council annual meeting with EFCOG’s fall meeting. The Council members could meet for one day to discuss Council business and then join the EFCOG meeting. Council members also discussed holding a Council meeting during the April EFCOG meeting. There is a conference call schedule for November 10, 2009 at 3:00 p.m. EST to discuss collaboration of the Council and EFCOG meetings.

With regard to the Council interfacing with other organizations, Larry Adkinson suggested that the Council add the National Association of Employee Concerns Professionals to the list. Information on this organization can be viewed at:

<http://www.naecp.net/content/view/18/37/>

ACTION: Larry Adkinson, who attended the Annual Meeting for Bill Rowland, will consult with Bill to see if he can be the POC interfacing with this organization. If Larry becomes the POC, then this organization will be added to the list of organizations in the Charter.

6. Distribution of QA Pulse and October 15, 2009 Minutes:

The latest edition of the QA Pulse was distributed to Council members. Comments are due by November 25, 2009 to Colette Broussard and Duli Agarwal (duli.agarwal@hq.doe.gov)

The minutes from the October 15, 2009 Council meeting were also distributed. Comments/corrections should be sent to Debbie Rosano at drosano@pec1.net by November 25, 2009. The revised minutes will be sent to the Council members prior to the next meeting.

ACTION: Council members should review the QA Pulse and the October 15, 2009 minutes and provide comments by November 25.

7. Status/Discussion of Current Task Planning Documents (TPD) Activities:

- A. Survey on Quality Assurance Implementation TPD – The Survey was sent out October 1, 2009. The due date for responses is November 30, 2009. Some questions have been received regarding the number of corrective actions and the number of closed corrective actions. Some sites are having trouble answering this question. Mary Haughey would like feedback from Council members regarding this question.
- B. DOE QA Order Requirement Training TPD – The team developed a draft training that was presented on November 5, 2009. Any comments that were not provided on November 5, 2009 should be sent to Colette Broussard, Mary Haughey and Gary Staffo by December 4.
- C. Quality Assurance Incorporation with Integrated Safety Management TPD – The TPD has not been approved yet. Rick DuBose is now the lead and will complete the TPD for Council approval.
- D. Application of NQA-1 Part II TPD – Anita Leivo shared a copy of NNSA's report on the crosswalk of all changes of NQA-1 from 1994 to 2008 and the applicability of Part II. The next step is to develop a TPD that will take this report and determine if a DOE-wide type guidance should be developed, and if so, develop it.

8. Brainstorm Other Potential TPD's:

The Council members discussed many new ideas and agreed upon the following topics for potential new TPDs:

- Graded Approach
- Commercial Grade Dedication
- New Addenda for NQA-1 (2009)
- QA Metrics
- Transition of R&D to Production
- Applicability of NQA-1 Part 3 and 4

Council members chose which TPD group they would participate in. See Attachment 1 for the list.

9. DOE O 414.X Update/414 TQP STD Update (STD-1150):

DOE O 414.1X - Deliverables needed for the Red Team review include, but are not limited to (a) the updated database; (b) the clean draft for the Red Team review; and (c) redline/strikeout version showing all of the changes to DOE Order 414.1C. The Red Team has still not been formed. After the Red Team review, comments are addressed and then the document goes to the Directives Review Board (DRB), then to RevCom. Issuance could possibly be June 2010.

DOE STD-1150 - The current version of the standard is 2002. There will be a team formed to update the standard. FTCP has issued a white paper on the requalification process. Fac Reps and STSMs require requalification, but the TQP manager can decide if requalification for other disciplines is necessary. HS-23 is heading up this effort for the QA TQP Standard and will look

for Council members to participate. If you would like to volunteer to participate, contact Colette Broussard.

ACTION: Council members should contact Colette Broussard at Colette.broussard@hq.doe.gov if they want to participate in this effort.

10. Presentations on QA Programs:

- John Adachi – SC Chicago Office
- Anita Leivo – LANL and LASO
- Bob Blyth – ID
- Kriss Grisham – EM
- Caroline Polanish – BNL
- Matt Cole – SC

Eric Rozek also gave a presentation on Commercial Grade Dedication.

All presentations will be available on the Quality Council website.
<http://www.hss.energy.gov/nuclearsafety/qa/council/>

11. Annual Report

Council members developed an outline for the Quality Council Annual Report. Writing assignments were distributed as follows:

- Background/Introduction (Purpose, Charter)
- List of Council Members and Organizations
- Accomplishments:
 1. Request and execution of a QA track at the ISM Champions meeting in August 2009 – Colette Broussard
 2. Draft of QA Training for HQ personnel – Colette Broussard
 3. Survey on QA Implementation – Mary Haughey
 4. PSO and Staff and Support Offices Interactions –Bob Blyth
 5. Monthly Conference Calls – Colette Broussard
 6. Comprehensive evaluation and comparative analysis of NQA-1 editions (2000-2008) and Part II applicability and changes – Anita Leivo
 7. Training and partnership with DNFSB on CGD – Carl Sykes
 8. August 2008 and November 2009 Meetings – Colette Broussard
 9. Monthly conference calls – Colette Broussard
 10. Charter – Colette Broussard
 11. 414.1X peer review – Colette Broussard
 12. Sharing of Initiatives and Best Practices – Bob Blyth
- Conclusion
- Path Forward
 1. Expansion of the NQA-1 analysis (2009)

2. More coordination with EFCOG
3. Potential new TPDs
4. Outreach through training to get more participation on the Council from Staff and Support Offices
5. Outreach to the Site Offices for participation on the Council

11. Next Conference Call:

The next Quality Council conference call will be December 17, 2010 from 11:00 am – 12:00 pm Eastern Time. A conference call number and agenda will be distributed at least one week prior to the meeting.

ATTACHMENT 1 - NEW TPD TOPICS

TPD for <u>Graded Approach</u>	TPD for <u>Commercial Grade Dedication</u>	TPD for <u>New Addenda NQA-1 (2009)</u>	TPD for <u>QA Metrics</u>	TPD for <u>Transition of R&D to Production</u>	TPD for <u>Applicability of NQA-1 Part 3 and 4</u>
1. Tim Fox (HSS)	1. Pat Carier (ORP)	1. Sonya Barnette (HSS)	1. Bob Blyth (INL)	1. Thanhtan Van Ober (NNSA)	1. Larry Adkinson (SRS)
2. Ruben Sanchez for Laurie Morman (MA)	2. Sonya Barnette (HSS)	2. Anita Leivo (LASO)	2. Larry Adkinson (SRS)	2. Tom Williams (NNSA)	2. Thanhtan Van Ober (NNSA)
3. Lam Xuan (RW)	3. Carl Sykes (NE)	3. Carl Sykes (NE)	3. John Adachi (CH)	3. Steve Chalk for Al Hawkins (RL)	3. Anita Leivo (NNSA)
4. Pat Carier (ORP)	4. Mary Haughey (HSS)	4. Steve Chalk for Al Hawkins (RL)	4. Rosalind Bedell (IM)	4. Matt Cole (SC)	
5. Caroline Polanish (BNL)	5. Kriss Grisham (EM)		5. Donna Riddle (LM)	5. John Adachi (CH)	
6. Kriss Grisham (EM)	6. Matt Cole (SC)		6. Caroline Polanish (BNL)	6. Lam Xuan (RW)	
7. Duli Agarwal (HSS)			7. Tom Williams (NNSA)		
			8. Anthony Ingelido (IM)		
			9. Althea Vanzego (IM)		
			10. Gary Simpson (IM)		
			11. Colette Broussard (HSS)		